



Economic & Community Development Department  
 101 W. 8<sup>th</sup> Street  
 Glenwood Springs, CO 81601  
 (970) 384-6411

### Plat- Detail Sheet

Plats must include the information listed below to be considered complete. During the Pre-application Meeting, City Staff may request additional items.

<b>General Plan Items (to be included on all plat sheets)</b>				
Applicant			City Staff	
Yes	N/A		Yes	N/A
		<b><u>General Formatting Requirements</u></b>		
		Plat shall be drawn at a scale of 1"=100' or larger.		
		Note basis of bearings & benchmarks. Bearing of all lines and central angle, tangent distance, chord distance and arc length of all curves shall be shown.		
		All survey traverses shall close to an accuracy of at least within 1 foot in 10,000 feet.		
		The boundary survey, internal property lines and monumentation as depicted on the preliminary plat shall meet all requirements established under state law.		
		<b><u>General Information to be included on all plat sheets:</u></b>		
		Name of subdivision or address; section, township, range; city, county and state.		
		Page number (i.e. 1 of x, 2 of x, etc.)		
		Title block.		
		North arrow and indication of standardized scale, both fractional and bar (i.e. 1" = 20' or 1" = 40')		
		Date of preparation.		
		Contact information for professional preparing plans including email address.		
		Name, address, email, and telephone number of owner and applicant.		
		<b><u>Project Information</u></b>		
		Include boundaries of the proposed subdivision. Provide tract, lot and block layouts with all lots numbered and sizes noted in square footage and acreage.		
		Depict abutting subdivisions and lots and all abutting rights-of-way. Note width of streets. If abutting property is unplatted, include a note to that effect.		
		Include topography depicted in 2-foot contours.		
		Provide a vicinity map showing at least three blocks on all sides of the proposed subdivision. Scale may be different than the plat.		
		Locate all existing buildings and structures, and other improvements in the area to be platted as well as within 10 feet of the proposed plat boundary. Structures and improvements include but are not exclusive of retaining walls, fences, circulation systems (sidewalks, trails, roadways); parking areas & driveway locations; and trees of 6 inch caliper and larger.		

		Depict the location and size of existing utilities within or adjacent to the proposed subdivision including water, wastewater, storm sewers, fire hydrants, drainage facilities, telephone, electric, fiber, and gas.		
		Depict setback restrictions where they deviate from zone district standards.		
		Provide floodways and floodplain boundaries, if applicable.		
		Include a street plan which shows connections to existing rights-of-way. Depict width and name of public and private streets.		
		Label all existing and proposed public easements. Provide width and purpose of easement (utility, access, etc.). Label the location of all other areas to be dedicated for public use.		
		Include on page 1 of the plat a FEMA floodplain statement including community map number and date. Indicate whether any part of the proposed subdivision is located within a designated floodplain.		
		Include on page 1 of the plat the following geologic hazards disclosure, if applicable: "This property is subject to geologic hazards per the adopted mapping by the City of Glenwood Springs. Hazards to note are _____. A final Geologic Hazard Report will be submitted upon application of a building permit.		
		Include on page 1 of the plat if any lot within the proposed subdivision is located within an airport overlay zone: "The avigation easement dedicated herein for public avigation purposes, shall be considered a public easement subject to those terms and conditions specified on the instrument recorded at _____ of the records of Garfield County, Colorado. All other easements or interests of record affecting any of the platted property depicted hereon shall not be affected and shall remain in full force and effect."		

<b>Certifications</b>				
Applicant		Plats shall contain the following certifications, as applicable. Wording is provided for general guidance.	City Staff	
Yes	N/A		Yes	N/A
		<p><b>CLERK AND RECORDER'S CERTIFICATE:</b>  This plat was filed for record in the office of the Clerk and Recorder of Garfield County at _____ o'clock __M on the ____ day of _____ 20__, as Reception No. _____.</p> <p>_____  Clerk and Recorder</p> <p>By _____  Deputy</p>		
		<p><b>SURVEYOR'S CERTIFICATE</b>  I, _____, do hereby certify that I am a registered land surveyor licensed under the laws of the State of Colorado, that this plat is a true, correct and complete plat of the _____ as laid out, platted, dedicated and shown hereon, that such plat was made from an accurate survey of said property by me and under my supervision and correctly shows the location and dimensions of the lots, easements and streets of said subdivision as the same are staked upon the ground in compliance with the City of Glenwood Springs regulations governing the subdivision of land</p> <p>In witness whereof I have set my hand and seal this ____ day of ____ A.D. 20__.</p> <p>_____  Registered Land Surveyor</p>		

	<p><b>CERTIFICATE OF DEDICATION AND OWNERSHIP</b>  Know all men by these presents that _____, being sole owners in fee simple of all that real property described as follows: _____ and containing ____acres, more or less; have by these presents laid out, platted and subdivided the same into lots and blocks as shown hereon and designate the same as _____ in the City of Glenwood springs, County of Garfield, Colorado; and do hereby grant to the City of Glenwood Springs, County of Garfield, Colorado, for public use the streets shown hereon, including avenues, drives, courts, places and alleys, the public lands shown hereon for their indicated public use, and the utility and drainage easements shown hereon for utility and drainage purposes only; and so further state that this subdivision shall be subject to the protective covenants filed and recorded for this subdivision in the office of the Clerk and Recorder of Garfield County, Colorado as Reception No. _____, and subject to the Subdivision Agreement filed and recorded for this subdivision in the office of the Clerk and Recorder of Garfield County, Colorado as Reception No. _____.</p> <p>EXECUTED this ____ day of _____, A.D. 20__.</p> <p>Owners _____  STATE OF _____  COUNTY OF _____</p> <p>The foregoing dedication was acknowledged before me this ____ day of _____, A.D. 20__, by _____.</p> <p>My commission expires _____.</p> <p>WITNESS MY HAND AND SEAL,  _____  Notary Public</p>		
	<p><b>CITY COUNCIL CERTIFICATE:</b>  This plat was approved by the City Council of Glenwood Springs, Garfield County, Colorado this ____ day of _____, A.D. 20__, for filing with the Clerk and Recorder of Garfield County and for conveyance to the City of the public dedications shown hereon subject to the provision that the approval in no way obligates the City of Glenwood Springs for financing or construction of improvements on land, streets or easements dedicated to the public except as specifically agreed to by the City Council in the Subdivision Agreement.</p> <p>_____  Mayor  Witness my hand and the seal of the City of Glenwood Springs.</p> <p>ATTEST:  _____  City Clerk</p>		
	<p><b>COMMUNITY DEVELOPMENT DIRECTOR CERTIFICATE:</b>  This plat was approved by the City of Glenwood Springs Director of Community Development this ____ day of _____, A.D. 20__.</p> <p>_____  Director</p>		

### Recording Formatting – Final Plat & Related Documents

Applicant			City Staff	
Yes	N/A		Yes	N/A
		Final plat printed on 24 x 36 inch Mylar paper-2 copies		
		Covenants & Declarations, if applicable, printed on 8 ½" x 11" paper-2 copies		
		By-laws, if applicable, printed on 8 ½" x 11" paper-2 copies		
		Easement deeds, if applicable, printed on 8 ½" x 11" paper-2 copies		
		Maintenance Agreements, if applicable, printed on 8 ½" x 11" paper-2 copies		